

PERSONNEL AND TRAINING BUREAU

NOTICE

1.12

March 13, 2019

TO: All Concerned Commanding Officers

FROM: Commanding Officer, Personnel and Training Bureau

SUBJECT: MANDATORY SEXUAL HARASSMENT PREVENTION TRAINING

California State Assembly Bill 1825 (AB 1825) requires all California corporations, including public agencies, with 50 or more employees, to provide mandatory Sexual Harassment Prevention Training to all supervisors every two years. As of January 1, 2019, Senate Bill 1343 (SB 1343) expands the requirement to include **ALL** employees. To ensure the Department meets the requirements of AB 1825 and SB 1343, the training must be completed by all sworn and civilian employees by **December 1, 2019**.

To meet the mandates of AB 1825 and SB 1343, Personnel Department will again offer the Sexual Harassment Prevention Training program via a web-based interactive course. Commanding Officers are reminded that employees shall be allowed to complete the two-hour training course on-duty.

Sworn Employees

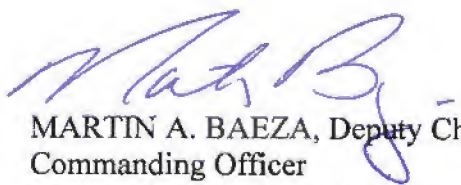
Sworn employees can access the course in the Learning Management System (LMS) from the Department Infoweb homepage. The course will automatically show completed in LMS when finished. Please direct any LMS questions to lms@lapd.online.

Civilian Employees

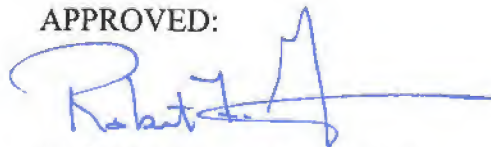
Civilian employees can access the course in the City's Cornerstone Training system, at <https://lacity.csod.com>. Instructions for creating new accounts, logging into the course, and retrieving lost passwords can be found at this site. Upon completion of the training in Cornerstone, civilian employees must print out a copy of the *Certificate of Completion* and present it to their Training Coordinator who will enter it into LMS utilizing the curriculum code C205.

Any questions regarding this training should be directed to Sergeant Kathlene Matthews, Officer-in-Charge, Training Coordination Unit, In-Service Training Division, at (323) 612-4401.

APPROVED:



MARTIN A. BAEZA, Deputy Chief
Commanding Officer
Personnel and Training Bureau



BOB GREEN, Deputy Chief
Chief of Staff
Office of the Chief of Police

Distribution "D"